



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION

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Posting # C20051

CIVIL ENGINEER PROGRAM MANAGER II

Opening Date: July 1, 2006

Closing Date: Open

Salary: \$82,317 - \$96,844 Selective Market, Pay Grade 20

Location: Kent, Sussex, & New Castle Counties (Please check the county or counties of interest on your application)

Summary Statement:

This class is in the Occupational Group, Engineering Services Occupational Series. Engineering work encompasses applying engineering principles and theories to specialized engineering disciplines such as Civil, Environmental, Electrical, Materials, Chemical and Mechanical. Engineering principles and theories are applied during design, project scheduling and cost control, location studies, construction and maintenance, materials testing and research, traffic design and operations, solid/hazardous waste management, air pollution control or water pollution control and administration. This level is responsible for supervising and managing multiple programs and/or projects by heading up a major engineering section within the Department of Transportation. Provides technical expertise within fields of engineering development and maintenance.

Minimum Qualifications:

Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of **“not qualified.”**

1. Experience as a project engineer in civil engineering.
(Applicants must detail all of their experience as a project engineer in Civil Engineering which includes managing Civil Engineering programs and projects.)
2. Experience in staff supervision.
(Applicants should detail all their experience in planning, assigning, reviewing, evaluating, coaching, training, recommending employment and performance related actions.)

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Drafts, develops and modifies engineering designs, plans and specifications.
- Reviews permit applications, blueprints and/or designs prepared by others to ensure
- compliance with specifications and regulations.
- Applies the principles and theories of science and mathematics to research and develop solutions to technical problems.
- Plans and conducts field studies, surveys, research and development projects, inspections and/or investigations to collect data and ensure conformance to state/federal laws and regulations.
- Tests or evaluates materials, equipment, systems and facilities.
- Plans and coordinates engineering projects.
- Reviews, analyzes and reports on the status of projects and/or regulatory conformance. Develops cost estimates for project time and materials.
- Provides technical guidance and training to technical staff.
- Supervises administrative, professional, technical and support staff and private consultants.
- Manages staff personnel matters by conducting hiring interviews and selecting candidates, reviewing and selecting training programs and conducting performance appraisals.
- Programs have statewide and/or regional responsibility.
- Administers contracts; drafts contracts and budgets and supervises their implementation.
- Responsible for interpreting, organizing, executing and coordinating assignments. Plans and develops engineering projects involving unique or controversial problems which have important effects on major programs.
- Writes reports on research and recommends changes in policy, procedures, standards and
- rules and regulations.
- Contact include working closely, statewide and regionally with other agencies and the private sector to coordinate and achieve mutual goals and objectives.

License, Registrations and Certifications:

Possession of a Professional Engineering License and possession of a Delaware Professional Engineering License by the end of the probationary period.

Please include a photocopy of the license at the time of application.

Conditions of Employment:

1. Direct deposit of paychecks is required as a condition of employment.
2. Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.

3. Applicants must be legally authorized to work in the United States for any employer. DELDOT does not provide employment-based sponsorship.

Benefits: To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://delawarepersonnel.com/benefits/index.htm>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com (applications will be routed automatically to the recruiting agency).**
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

DEPARTMENT OF TRANSPORTATION (DELDOT), Human Resources, 800 Bay Road; Dover, DE 19901 Phone: (302) 760-2011 Fax (302) 760-2771

OMB HUMAN RESOURCE MANAGEMENT, Haslet Building, (Armory) 122 William Penn Street; Dover, DE 19901 Phone (302) 739-5458 Fax (302) 739-2327

OMB HUMAN RESOURCE MANAGEMENT Carvel State Office Building, 1st Floor, 820 North French Street; Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

OMB HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P.O Box 610; Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856- 5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer

